

October 16, 2008

Interested Parties:

SUPPLEMENTAL REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PLACEMENT ON THE COUNTY'S CEQA CONSULTANTS LIST FOR PRIVATELY-INITIATED PROJECTS FOR THE FOLLOWING SUBJECT AREAS: EIR PREPARER, MINERAL RESOURCES, REVEGETATION PLANNING, AND VISUAL RESOURCES.

I. GENERAL

The County of San Diego Department of Planning and Land Use (DPLU) invites qualified individuals to submit a Statement of Qualifications (SOQ) to be placed on the County of San Diego California Environmental Quality Act (CEQA) Consultants List for Privately Initiated Projects for the following subject area(s): **EIR Preparer, Mineral Resources, Revegetation Planning, and Visual Resources**. This Request for Qualifications (RFQ) is intended to supplement the existing CEQA Consultants Lists for the aforementioned subject areas. Individual consultants currently on the County CEQA Consultant Lists are not required to resubmit a SOQ pursuant to this RFQ.

In accordance with the County's CEQA Guidelines, all technical studies and environmental impact reports for privately initiated County projects must be prepared by a Consultant on the County CEQA Consultant List. The CEQA Consultant List consists of qualified individuals (not firms), selected by DPLU, in coordination with the Department of Public Works (DPW). Once a list has been established for a specific CEQA subject area, project Applicants must select and directly contract with a Consultant from the CEQA Consultant List. When an Applicant selects Consultants from the CEQA Consultant List to prepare such documents, a Memorandum of Understanding (MOU) between the Applicant, the Consultant(s) and the County of San Diego must be executed. A copy of the draft "Memorandum of Understanding" is attached and labeled "Exhibit A".

The County of San Diego intends to select multiple Consultants for the list, which will supplement the existing lists. The number of individual Consultants required for each subject area will be determined during the Qualification-Based Selection process based

on several factors including historical data available on the number of studies that were requested over a time period, the workload capacity of Consultants, qualifications of the applicant pool and projected need. Selection of Consultants for the subject area(s) covered by this request is anticipated to occur on or before **January 9, 2009**.

II. SELECTION PROCESS

A Qualification Based Selection will be used and will consist of a two-phased process. In the first phase, a Qualification Committee will review the SOQs submitted, evaluate qualifications, score and rank the Consultants based on all the submitted documents. The County reserves the right to invite Consultants to an interview with the Selection Committee, if necessary. This additional step in the selection process may also include an additional questionnaire or other requirements deemed necessary by the Selection Committee.

The Selection Committee will review the scores and rankings from the Qualifications Committee, and will make recommendations on the final cut-off score for consultants to be placed on the CEQA Consultants List for each applicable subject area. The Director of DPLU, in coordination with the Director of DPW, will make the final decision regarding placement on the CEQA Consultant List, based on the Selection Committee's recommendation. All Consultants submitting SOQs will be informed of the final selection results.

III. CONTINUING EDUCATION REQUIREMENTS

Consultants selected for placement on the list will be required to attend and participate in County trainings for their applicable subject area. Also, Consultants are required to demonstrate completion of the following external continuing education in their applicable subject area:

- Annual attendance of at least one class, seminar, workshop, or symposium (to the satisfaction of the Director of DPLU) that covers recent legislation, interpretations of CEQA statute and State CEQA Guidelines, or topics within the applicable subject area.

IV. MINIMUM QUALIFICATIONS

EIR Preparer

To be considered for the CEQA Consultants List for EIR Preparers, a Consultant must have the following experience at a minimum:

- The Consultant shall have at least four years of experience in writing and directing the preparation of Environmental Impact Reports (EIRs) in compliance with CEQA and State CEQA Guidelines; and
- The Consultant shall also have knowledge of, and be able to evaluate compliance with relevant federal, state, and County regulations, policies and

procedures. This shall include, but not be limited to, regulations under Clean Water Act (CWA) Sections 401 and 404, Endangered Species Act (ESA) Sections 7 and 10, National Historic Preservation Act (NHPA) Section 106, and California Fish and Game Code (CFGF) Section 1600. Knowledge of, and experience with, implementation of the state's Natural Communities Conservation Program (NCCP), the County's Multiple Species Conservation Program (MSCP), and of County Habitat Loss Permits is required. Furthermore, experience is required with the County's General Plan, the County's Zoning Ordinance, the County's Resource Protection, Groundwater, Stormwater, Noise, and Biological Mitigation Ordinances, the processing of discretionary permits with the County and other jurisdictions, local planning, and community group guidelines, and the County's CEQA Guidelines, Significance Guidelines and Report Format & Content Requirements.

Mineral Resources

To be considered for the CEQA Consultants List for Mineral Resources, a Consultant must have the following experience at a minimum:

- A Bachelor's Degree in geology, environmental sciences, natural resource management, planning, or other related field; and
- At least four years experience in mineral resources-related work including knowledge and application of the Surface Mining and Reclamation Act; and
- Experience in writing and directing the preparation of mineral resource reports in compliance with State CEQA Guidelines; and
- Knowledge of and experience with San Diego County's CEQA Guidelines and processing of discretionary permits with the County.

Revegetation Planning

To be considered for the CEQA Consultants List for Revegetation Planning, a Consultant must have the following experience at a minimum:

- A Bachelor's Degree in biological sciences, natural resources, environmental sciences or similar subject area OR a California State Certification in Landscape Architecture; and
- At least four years of demonstrated experience with development, installation, and completion of Revegetation Plans in Southern California. Internships and/or volunteer work will count as a 50% employment rate. A masters or doctoral degree in the above mentioned fields with a research focus in San Diego County will count towards one and two years of work experience respectively; and
- Knowledge of and ability to evaluate compliance with relevant federal, state, and San Diego County regulations, policies and procedures. This shall include, but not be limited to, regulations under Clean Water Act (CWA) Sections 401 and 404, Endangered Species Act (ESA) Sections 7 and 10, California Fish and

Game Code (CFGC) Section 1600 and the state's Natural Communities Conservation Program (NCCP). Knowledge and ability in the above areas shall be evaluated by the applicant's experience working with these regulations, samples of work, and responses to supplemental questions.

Visual Resources

To be considered for the CEQA Consultants List for Visual Resources, a Consultant must have the following experience at a minimum:

- A Bachelor's Degree in planning, architecture, or other related field; and
- At least four years experience in writing and directing the preparation of visual resource analysis including evaluations of visual impacts from grading, building mass, and community character evaluations in compliance with State CEQA Guidelines; and
- Knowledge of and experience with San Diego County's CEQA Guidelines and processing of discretionary permits with the County.

V. EVALUATION CRITERIA

The following criteria listed below, and in more detail in the "CEQA Consultants List – Evaluation for Qualifications-Based Selection Form" labeled "Exhibit C," will be used to rank qualified Consultants. Relative weights of evaluation criteria are shown on "Exhibit C":

1. Professional qualifications necessary for satisfactory performance of the required service;
2. Past performance on projects of similar scope and nature in terms of coordination with lead agencies, quality of work and compliance with performance schedules and standards;
3. Sample of Work;
4. Supplemental Questionnaire Response(s);
5. Specialized experience and technical competence in the type of work required; and,

Please note that in the evaluation process, failure to meet the requirements of any particular non-technical scoring criterion will generally not disqualify a Consultant's submittal. The County does, however, reserve the right to determine that a Consultant is not qualified for the list if its response to any single technical evaluation criterion, including past performance on contracts, is determined to be inadequate. The County reserves the right to verify all statements claimed in the SOQ submittal.

VI. SUBMITTAL REQUIREMENTS

Each Consultant's submittal shall include:

- Applicants submitting packages must pay the \$390 CEQA Consultant Application Fee (payment must be by certified check or a cashiers check payable to the "County of San Diego").
- The Consultant's name and the subject area for which the Consultant is applying for must be clearly labeled on the outside of the envelope, box, or container submitted.
- One (1) reproducible original and five (5) copies of the SOQ Questionnaire, which shall each be stapled. Covers and binding will not be accepted.
- One (1) hard copy example document prepared by the Consultant within the last five years that corresponds with Project #1 under Section 5 of the SOQ Questionnaire. The Consultant must have been the primary author of the majority of document. **The following signature label must be affixed to the upper right hand corner of the document:**

Use this label for the samples of work:

"SOQ EXAMPLE DOCUMENT"	
Subject Area: _____	
I hereby certify that I am the primary author/preparer of this document.	
Type Name: _____	
Signature: _____	Date: _____

- **Two (2) Consultant Past Performance Review Forms** (Exhibit D) submitted directly to the County by the Reviewer. Reviewers must correspond to the Lead Agency and Client/Applicant contacts listed for Project #1 or #2 from Section 5 of the SOQ Questionnaire, unless they are the same in which case another contact may be selected from those listed in Section 5. **A written justification of scores from the reviewer must be provided on the bottom of Exhibit D or on a separate sheet.**
- Responses to the EIR Preparers Supplemental Questionnaire, Exhibit E (***EIR Preparers only***)

- Responses to the Mineral Resources Supplemental Questionnaire, Exhibit F (***Mineral Resources only***)
- Responses to the Revegetation Planning Supplemental Questionnaire, Exhibit G (***Revegetation Planning only***)
- Responses to the Visual Resources Supplemental Questionnaire, Exhibit H (***Visual Resources only***)

SOQ Questionnaires, Review Forms, and example documents will not be returned. No additional information other than the items listed above may be submitted. **STATEMENTS OF QUALIFICATIONS THAT DO NOT INCLUDE THE ITEMS LISTED ABOVE OR LACK COMPLETE QUESTIONNAIRE SECTIONS WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED.**

October 16, 2008

To be considered, all required items for the submittal must be received **by 4:00 p.m., November 14, 2008**, at:

County of San Diego
Department of Planning and Land Use
5201 Ruffin Road, Suite B
San Diego, CA 92123
Attn: Mario Covic (re: SOQ – CEQA Consultants List)

Submittals received after the deadline, for whatever reason, will not be considered. Please address your submittal, and direct any inquiries about this process to Mario Covic of the Department of Planning and Land Use at (858) 694-3055 or via email at Mario.Covic@sdcounty.ca.gov.

This solicitation is not a binding commitment by the County.

Sincerely,

ERIC GIBSON, Director
Department of Planning and Land Use

Attachments: Sample Memorandum of Understanding, "Exhibit A"
Statement of Qualifications Questionnaire, "Exhibit B"
Evaluation Form, "Exhibit C"
Consultant Past Performance Review Form, "Exhibit D"
Supplemental Questionnaire Form – EIR Preparers, "Exhibit E"
Supplemental Questionnaire Form – Mineral Resources, "Exhibit F"
Supplemental Questionnaire Form – Revegetation Planning, "Exhibit G"
Supplemental Questionnaire Form – Visual Resources, "Exhibit H"